EXHIBIT 3-D

SINGLE FAMILY PILOT PROGRAM <u>ONLY</u>
INSTRUCTIONS FOR THE REQUEST FOR PAYMENT FORM

PART 1 - REQUEST FOR PAYMENT

The grantee must complete all information blocks in this section, ensuring the **District Number** from which the funds will be drawn is correctly identified. Funds reserved from different districts **<u>MAY NOT</u>** be combined on one Request for Payment form. The MDOC-assigned **IDIS activity number** must be included.

PART 2 - STATUS OF FUNDS

MATCH ACTIVITY:

<u>Column B</u>
Enter the amount of match contribution committed. A minimum match amount equal to 5% of the soft costs plus project activity costs for <u>each</u> household assisted is required. **NOTE: This amount must be fully certified and documented by the final draw for each individual activity and prior to project completion.**

<u>Column C</u>
Enter the amount of match that has been certified by the grantee to the HOME Program prior to this draw.

<u>Column D</u>
Enter the amount of match that is being certified by the grantee with this draw request. Provide supporting documentation of match contribution and submit with draw request.

<u>Column E</u>
Calculate the remaining balance of match to be certified by subtracting your entries in Columns C and D from Column B, i.e., *B-C-D=E.*

(Note: Formulas will automatically calculate if using the MDOC-created Request for Payment form)

SOFT COSTS:

<u>Column B</u> - Lines 1-6: AMOUNT RESERVED
Enter the amounts reserved for each of the line items from the soft costs section. Soft costs for <u>homebuyer assistance</u> activities are limited to the actual documented cost of assisting a homebuyer, not to exceed $1,500. Soft costs for <u>homeowner rehab</u> activities are limited to the actual documented cost of providing assistance to the homeowner, not to exceed 12% of the project cost. On line 6, enter the sum of lines 1-5.

Column C - Lines 1-6: BALANCE REMAINING PRIOR TO THIS DRAW
Enter the balance of reserved funds remaining prior to this draw (do not include the draw amount submitted with this draw request). On line 6, enter the sum of lines 1-5 from Column E of the prior draw for this activity (IDIS number), if applicable.

Column D - Lines 1-6: AMOUNT REQUESTED THIS DRAW
On lines 1-5, enter the amount of this draw for each appropriate line item. On line 6, enter the sum of lines 1-5.

Column E - Lines 1-6: SOFT COSTS BALANCE REMAINING
Enter the balance of reserved funds remaining after this draw for each appropriate line item. On line 6, enter the sum of lines 1-5.

(Note: Formulas will automatically calculate if using the MDOC-created Request for Payment form)

PROJECT ACTIVITY BUDGET:

Column B - Lines 7-12: AMOUNT RESERVED
Enter the amounts reserved for each of the line items from the Project Activities section on line 13, enter the Total Project Activity Costs (sum of Column B lines 7-12). Any changes to the reserved amount are subject to MDOC approval.

Column C - Lines 7-12: BALANCE REMAINING PRIOR TO THIS DRAW
On lines 7-12, enter the balance remaining prior to this draw for each of the project activities listed. On line 13, enter the sum of lines 7-12 from Column E of the prior draw for this activity (IDIS number), if applicable.

Column D - Lines 7-12: AMOUNT REQUESTED THIS DRAW
On lines 7-12, enter the amount requested for this draw for each appropriate line item. On line 13, enter the sum of lines 7-12.

Column E - Lines 7-12: PROJECT BALANCE REMAINING
Enter the balance of reserved funds remaining after this draw for each appropriate line item. On line 13, enter the sum of lines 7-12.

Column D – Line 14: SUM OF SOFT COSTS AND PROJECT ACTIVITY COSTS
On line 14, enter the sum of lines 6 and 13 in Column D.

(Note: Formulas will automatically calculate if using the MDOC-created Request for Payment form)

PROGRAM INCOME SUMMARY:

Column B - Line 15: AMOUNT RECEIVED TO DATE
Enter total amount of HOME Program Income funds received to date.

Column C - Line 15: AMOUNT EXPENDED TO DATE
Enter amount of HOME Program Income funds expended to date.

Column D - Line 15: PROGRAM INCOME ON HAND
Calculate the amount of Program Income on hand by subtracting the amount expended to date from the amount received to date (Column B, Line 15 minus Column C, Line 15).

Program Income on Hand should be used to fund current activity unless prior approval has been obtained from MDOC to do otherwise.

(Note: Formulas will automatically calculate if using the MDOC-created Request for Payment form)

PART 3 - CONTRACT REPORTING

Two forms, **Exhibit 3-H and Exhibit 3-I**, need to be completed when the project budget includes a payment to a contractor. These forms must be included for MDOC payment approval.

PART 4 - LOCAL CERTIFICATION

This section must be signed by two of the parties authorized to request payments on the *Signature Certification Form*, **Exhibit 3B-1**.

PART 5 - MDOC CERTIFICATION

This Section is to be completed by MDOC personnel.